

CHAPTER 67-11-07 SUPERINTENDENT'S CREDENTIAL

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67-11-07-01. Credentials required. For purposes of school accreditation, a school may employ as a superintendent only a person who holds a superintendent's provisional or professional credential issued by the department. The department may issue a credential under this chapter to an individual who has graduated from a program that meets the program standards approved by the department for superintendents as described in the North Dakota teacher education program approval standards 2000 with 2002 revisions adopted by the education standards and practices board effective August 1, 2002.

History: Effective February 1, 2000; amended effective November 1, 2002; November 18, 2002.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-07-02. Issuing agency. The North Dakota superintendent's credential issuing agency address is:

Superintendent of Public Instruction
Department of Public Instruction
600 East Boulevard Avenue, Dept. 201
Bismarck, ND 58505-0440

History: Effective February 1, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-07-03. Types of credentials.

1. The provisional credential is valid until the end of the second school year following the year in which the provisional credential is issued, is not renewable, and is:
 - a. Issued to an individual that does not meet the qualifications for a professional credential;
 - b. Issued as the initial credential; and

- c. Issued to those who have a level I principal's credential but lack the coursework or the experience, or both, necessary for the professional credential as identified in section 67-11-07-05.
- 2. The professional credential is:
 - a. Issued to coincide with the period for which the individual is licensed to teach by the North Dakota education standards and practices board and may be renewed; however, an individual holding a lifetime educator's professional license must renew the individual's credential every five years; and
 - b. Issued upon satisfying standards identified in section 67-11-07-05.
- 3. The provisional credential and the professional credential are valid only if the individual holding the credential also holds a valid North Dakota educator's professional license to teach during the period for which the credential has been issued. If a professional credential issued under this chapter will expire within twelve months of issuance because the educator's professional license will expire within twelve months of issuance of the new professional credential, the professional credential will be issued for a period coinciding with the period of licensure of the succeeding educator's professional license.

History: Effective February 1, 2000; amended effective May 16, 2000; November 1, 2002.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-07-04. Approval for educational administration programs.

Whenever this chapter refers to "state-approved program", it refers to the process by which the education standards and practices board in concert with the department of public instruction shall supervise a system of program approval at those colleges within the state of North Dakota which provide educational administration programs. Educational administration programs from other state or private colleges which meet state standards for program approval are listed in the manual on certification and preparation of education personnel in the United States and Canada published by the national association of state directors of teacher education and certification.

History: Effective February 1, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-07-05. Credential standards. The applicant must fulfill all the following standards to obtain a credential under this chapter. The applicant must:

- 1. Hold a valid North Dakota teaching license during the life of the credential, issued by the education standards and practices board in

accordance with North Dakota Century Code sections 15.1-13-08 and 15.1-13-10 and North Dakota Administrative Code title 67.1;

2. Have at least three years of teaching experience, verified in a letter of recommendation by a supervisor or employer who has firsthand knowledge of the individual's professional work;
3. Have at least two years of administrative experience comprised of at least half time as an elementary or secondary principal, a central office administrator, or an administrator of an approved school with a twelve-year program. This experience is to be verified by a supervisor or employer who has firsthand knowledge of the individual's professional work; and
4. Have completed the requirements for the level I elementary or secondary principal credential and eight additional hours of coursework specific to the superintendency from the following content areas:
 - a. Field-based experience in the superintendency;
 - b. Seminar in the superintendency;
 - c. Advanced school law;
 - d. Advanced revenue, finance, and business management;
 - e. Facilities and facilities planning;
 - f. Policy, politics, and community relations; and
 - g. Personnel administration.

History: Effective February 1, 2000; amended effective May 16, 2000; November 1, 2002.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-07-06. Application process. The application process to obtain a credential under this chapter is:

1. **Provisional credential.** The applicant must submit:
 - a. A completed SFN 51300 application form provided by the department of public instruction, including the applicant's name, social security number, date, address, telephone number, teaching license type and number, employment information, academic preparation, and references;

- b. A copy of official transcripts;
- c. A letter of verification for applicants attending a North Dakota college with an approved program, attesting to the completion of the academic standard required for the level of the credential requested. Applicants providing a copy of official transcripts from an approved college in another state will have the academic standard verification made by the department of public instruction; and
- d. A letter of recommendation signed by a supervisor or employer who has firsthand knowledge of the individual's professional work, experience, and service.

2. **Professional credential.** The applicant must submit:

- a. Verification of graduate coursework by presenting a copy of official transcripts. Also accepted is verification of successful course completion or documentation pending transcript. If transcripts do not arrive, the credential will be revoked;
- b. A letter of recommendation signed by a supervisor or employer verifying years of experience in teaching and administration required in section 67-11-07-05; and
- c. If the applicant has not previously submitted an application on SFN form 51300, a completed SFN 51300 application form provided by the department of public instruction, including the applicant's name, social security number, date, address, telephone number, teaching license type and number, employment information, academic preparation, and references.

History: Effective February 1, 2000; amended effective May 16, 2000; November 1, 2002.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-07-07. Renewal requirements. The applicant for renewal of a credential issued under this chapter must fulfill one of the following:

- 1. Provide a copy of official transcripts showing satisfactory completion of at least eight semester hours of graduate work in education, of which four semester hours are in the area of educational administration; or
- 2. Provide a copy of official transcripts showing satisfactory completion of at least four semester hours of graduate work and verification of attendance or participation in at least six administrative educational conferences or workshops from the listing in this subsection. The verification must be a signed statement by the conference or workshop

sponsors, the employer, or a school district business manager. Acceptable conferences or workshops are:

- a. North Dakota association of school administrators state and area conferences or workshops;
- b. American association of school administrators regional and national conferences or workshops;
- c. North central association annual or regional conferences or workshops;
- d. Department of public instruction conferences or workshops; and
- e. North Dakota council of educational leaders conferences or workshops.

History: Effective February 1, 2000; amended effective November 1, 2002.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-07-08. Reconsideration. If issuance or renewal of any credential under this chapter is denied, the denial must be in writing and must state all reasons for denial and notify the applicant of the opportunity for reconsideration. If an application for issuance or renewal of any credential under this chapter is denied, the applicant may request a reconsideration of the decision. A request for reconsideration must be in writing and must be received by the superintendent of public instruction within three weeks of the date of mailing by the department of public instruction. Late requests will not be considered. The reconsideration request must state the following:

1. The facts, law, or rule the applicant believes was erroneously interpreted or applied; and
2. The applicant's arguments on how the facts, law, or rule should have been applied, giving specific reasons and thorough analysis.

The superintendent of public instruction shall issue a final written response on the reconsideration request within three weeks after receiving a complete reconsideration request.

History: Effective February 1, 2000; amended effective November 1, 2002.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11